



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 3/19/2013	Interviewer: Laura Langley	RFA #13 – 16
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Associate Professor, [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Another faculty member		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
3/19/2013	LKL t/c with [REDACTED]	[REDACTED] received message from student re: concern with a class in [REDACTED]. Student says singled out when he attended class, felt uncomfortable, stopped attending. Per [REDACTED], the faculty member has a reputation for making students, especially female students, feel uncomfortable. Three other students have complained about him this term; so demoralized they don't complete evaluations.
	Sue t/c with [REDACTED]	Issue was resolved to student's satisfaction. [REDACTED] addressed the issue with the faculty member directly.